



CITY of WILDWOOD

VOLUNTEER POSTING

Applications are ONLY accepted for positions that are currently open. A separate application must be submitted for each position that you are volunteering for. Applications are active for ninety (90) days; (6) months for PD.

POSITION: Public Information Volunteer (**non-paid**)
DEPARTMENT: Police Department
CLOSING DATE: Open Until Filled

Each Volunteer will be responsible for greeting the public when they enter the Police Department Headquarters (100 Huey Street) or Police Department Annex (Brownwood Town Square), either by assisting or directing to appropriate person.

Selected Candidates will provide support to the Police Officers and Staff in facilitating daily operations by performing a variety of routine clerical duties including customer service/greeting the public, phones, typing/data entry, filing, copying, mail; which may include trips to and from the Police Department Headquarters and/or Annex, Post Office or City Hall. This position has no Law Enforcement and/or Police Authority functions.

High School Diploma or General Education Degree (GED) equivalency.

Schedule will vary. A complete Description of Duties is available upon request from Human Resources. Candidate must possess and maintain a Valid Driver's License throughout employment.

Applications are available via the City of Wildwood's website www.wildwood-fl.gov, or stop by City Hall at 100 N. Main St. Wildwood, FL. Any questions can be directed to Deanna Cox in HR (352) 330-1330 x105, or via email dcox-wildwood@cfl.rr.com. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. EEO/AA/V/H/M/F/ Drug-Free Workplace

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